

# ***Department of Natural Resources & Conservation***

## ***State of Montana***

### ***An Equal Opportunity Employer***

**Job Title:** Conrad Unit Use Specialist  
Division: Trust Land Management Division  
Position #: 00182  
Location: Conrad, Montana  
Status: Full Time/Permanent  
Salary: \$32,572--\$38,320 annually  
Bargaining Unit: No  
Supplement required: Yes  
Resume required: Yes

#### **APPLICATION MATERIALS AND DEADLINE:**

Completed application materials must be postmarked or sent electronically **by February 20, 2009**. Send materials to a Montana Job Service or DNRC, Personnel Bureau, 1625 11th Ave., Helena, Montana, 59601. If applying electronically, go to: [dnrc.mt.gov/jobs](http://dnrc.mt.gov/jobs) (**Click on DNRC-online-job-application**).

#### **LATE OR INCOMPLETE APPLICATION MATERIALS WILL BE REJECTED!**

**REASONABLE ACCOMMODATIONS:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation call this agency:

#### **DESCRIPTION OF DUTIES:**

The Conrad Unit Land Use Specialist is responsible for assigned departmental programs, property, and field activities within the defined geographical area. Conducts annual field evaluations on approximately 100 tracts of expiring state land leases per year, providing detailed and comprehensive descriptions of each tract including: classification in regard to its highest and best use, improvements and developments, mineral activity or potential access availability, recreation potential, cultural sites, determination of the overall resource health and condition, current or potential secondary/special uses, and problem areas regarding tract management and unauthorized uses. Analyzes and formulates data gathered from on-site inspections to determine proper grazing carrying

capacities, and/or farming practices which will yield the highest, sustainable return to the school trust. Implements corrective actions in regards to surface management problems such as weed control, rodent infestations, or poor livestock distribution by developing appropriate strategies to bring about positive changes. Contacts lessees or licensees regarding problems and conducts meetings with the appropriate individuals to develop corrective management options. Conducts thorough analyses to determine the validity and feasibility of requests for reclassification, such as cropland to grazing conversions and vice-versa, rangeland renovation projects, and agricultural cash lease proposals from a crop share to annual cash payments. Monitors on-site, all problem leases and tracts in a scheduled fashion to determine compliance with the planned corrective action or to conclude if in fact other actions may be required to bring about the desired improvement to the state land. Problems identified may be a result of fraudulent reporting or serious management deficiencies; make appropriate recommendations to the Unit Manager. Provides specific location of noxious weed infestations to lessees and county weed supervisors. Identifies noxious weed control needs on state-owned vacant tracts. Participates in the distribution of approved biological control agents on noxious weed infestations on state and private lands, and monitors these release sites for successful establishment and control. Reviews, investigates and analyzes land use requests as to their merit, potential trust benefit or potential negative impact to State Land, and determines the compatibility of the proposal with the primary classified use; this may require on-site inspections and lease file reviews. Conducts Environmental Assessments to ensure that the land use proposals met all DNRC policies and procedures as well as the Montana Environmental Policy Act standards and requirements for the protection of the natural resources. Acquires and maintains Certified Government Pesticide License for general and restricted use pesticides. Conducts annual gravel, hard rock, and surface decorative rock mining inspections and facilitates in the permitting and sale of products. Conducts oil & gas inspections and seismic operation over site. Assists in fire suppression activities when called upon to do so by the Area/Unit Manager. Other duties as assigned.

### **QUALIFICATIONS:**

Incumbent must have a well-rounded knowledge of the principles and practices that guide resource conservation and management. Must be highly skilled in plant identification, agricultural and range management, oral and written communications, and in the use of soil testing and engineering equipment, planimeter, visual aids, radio operations, four-wheel drive vehicles, specialized fire control equipment, office equipment, computers, GPS, and associated software. Must be able to effectively interpret, adapt, and apply department policies as directed by the Unit Manager and to maintain effective working relationships with departmental staff, lessees and licensees, interagency professional contacts, and members of the general public. Incumbent conducts approximately 100 lease renewal appraisals and numerous special site inspections per year. Must be able to work independently for long hours in rough, remote terrain. Approximately 15,000 miles of vehicular travel, mostly on

unimproved roads and trails, and frequent overnight trips are necessitated by the position.

### **EDUCATION AND EXPERIENCE:**

These knowledge's, skills and abilities are typically acquired through a BS Degree in Range Science, Resource Conservation, Agriculture, Forestry, Soils Conservation, or a related field and at least one to two years of progressively responsible experience in resource management.

**APPLICATION AND SELECTION PROCESS:** The Department of Natural Resources may include the following factors in determining whether an applicant meets the qualifications for the position: application form, education, structured interview, job-related reference checks, job-related work experience, job-related current and past performance and application supplements.

**COMPENSATION:** The normal salary received for employees new to state government is \$32,572 DOQ per year with raises granted by the legislature. State employees scheduled to work at least halftime are also provided paid health, dental, and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay.

**ADDITIONAL INFORMATION:** In accordance with the immigration Reform and Control Act, the person selected must produce within three days of hire documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture I.D., or a U.S. passport, or a "green card".

Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Natural Resources and Conservation" must verify that the covered applicant has complied with the federal Military Selective Service Act before starting employment.

### **Application Supplemental Questions:**

1. Describe your education and work experience in range and agricultural management and how it qualifies for this position.
2. Describe your working knowledge of soil properties, the soil classification system and its influence on agricultural land management and how you have used this knowledge in the past.
3. Describe your working knowledge of land rehabilitation of degraded and disturbed areas due to oil and gas, gravel and mining exploration practices.
4. Describe your education and work experience with real estate, land surveying, GPS use , map reading and Right of Way Easements.